SPEAKER GUIDELINES

WEBINAR SPEAKER TIPS

Your Speaking Environment

- Have a glass of water at your desk throughout the program.

- Turn off all devices that might make noise, and take steps to eliminate the possibility of anyone walking in during the program.

- Use either a wired handset or headset during the conference. **No speakerphones** because sound quality they can interfere with other lines on the call.

- Remember that you are live throughout the entire conference. Please take care to minimize extraneous noise from your location, such as the ruffling of papers.

- You can mute on your phone if you wish. Just remember to unmute before you speak.

Other Speaking Hints

- Please speak clearly and at a moderate pace to make it easy for everyone at each location to hear and understand you.

- When responding as part of a panel of speakers to a listener's question, it is helpful to identify yourself, e.g., "this is John…I'd like to address…."

- The audience is in "listen-only mode" during the program so you can't hear them. The exception is during the Q&A session when the operator opens up one line at a time to each questioner in turn.

- Even if a particular question is directed at another speaker, you may still answer if you have something to add.

- Simultaneous remarks are particularly hard to understand on the telephone. Try not to speak on top of others when you are in a group discussion or answering questions.

- If you sent a set of slides or an outline of your prepared remarks, it is helpful to refer to your location in the written materials (usually by page number).